

**Synergies Committee Meeting #1107
Friday, April 29, 2011 1:00 PM
Third Floor Meeting Room, Winchester Hall**

Agenda

- I. Introductions
- II. Approval of Minutes
- III. Update on Warehouse and Purchasing
- IV. Briefing from Audit Services
- V. Establish Future Topics for Presentation
- VI. Closing Discussions/Comments
- VII. Next Meeting
- VIII. Comments
- IX. Adjourn

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Commissioner C. Paul Smith, *Vice President*, called to order a meeting of the Synergies Committee for Friday, April 29, 2011, at 1:00 p.m. Also present were Dave Dunn, Assistant County Manager; Karen Young and Josh Russin, City of Frederick (City); Doug Browning, Frederick Community College (FCC); and April Miller, Frederick County Board of Education.

The minutes from Friday, April 1, 2011, were approved by unanimous consent.

The updates from warehousing will be presented on May 20, 2011

Hal Good, Frederick County Finance Division; Bob Gill, FCC; Steve Starmer Frederick County Public Schools and Kandi Fullerton, City, highlighted updates within the various purchasing departments.

John Kroll, Finance Division, highlighted information within audit services noting a joint proposal saved approximately \$200,000 over a four-year period for all entities within the county who were currently using audit services.

The committee again expressed an interest in making the findings of the committee public and to include the public information staff. They requested the members and various agencies the committee has already met with bring a report to the July 8, 2011, synergies committee meeting so the committee may compile and issue an interim report in August. Please also see the note sent by Commissioner Smith:

"Dear Synergy Participants,

This is to formally advise all participants in the Synergies Committee, that the Committee will be preparing a report of the success we have discovered and/or helped facilitate. We plan to issue the report in August. It is our intent and our request to obtain reports by July 7th from all of the groups that have participated. The Synergies Committee is scheduled to have a meeting on July 8th. It is our intent to begin to prepare a report at that time.

The information we are looking for is brief statements of dollars saved, time saved or efficiencies improved through our efforts in working together. If the statements can be condensed to give specific dollar amounts saved through a specific effort—that would be ideal. We are looking for quantifiable statements, wherever possible, and if the quantifiable information can be stated in terms of dollars, that would be preferable.

If you have questions about this, please let me know or contact the appropriate representative from your governmental unit.

Thanks for your continued cooperation.

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*Paul Smith
County Commissioner
(301) 600-1101"*

The next meeting is scheduled for Friday, May 6, 2011, at 1:00 p.m., to review Social and Health Services.

The meeting adjourned at 2:00 p.m.


Mary Baker
Recording Secretary